

Immediate Procedure Change (IPC) Cover			
Section 1 – Originator Request			
Document No.: EP-DIV-SOP-20125	Revision No.: 0.1	IPC No.: 2	
Title: Performing NPDES Storm Water Individual Permit Visual Inspections			
Description of need and requested action (Attach document mark-up and numbered additional sheets, if needed):			
<p>Minor revisions to text to remove individual task instruction to document No action recommended (NAR) and relocated instruction to document NAR in labor report. Removed redundant map related tasks. Struck notes regarding “alongside” instruction, and modified notes regarding hard coding of forms.</p> <p>Attachments 1-3 revised to show updated example of Work Order forms after customizations to relabel Complete/Failed with Yes/No were completed in the winter of 2016/2017 and to update item #s to correspond with text changes. Attachment 4 revised to update item #s to correspond with text changes. Example of Work Order form. Revisions to text to update “Items” and references to examples of work order forms. Added text discussing work order form formatting changes.</p>			
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FTL Designee/User	Erik Loechell	/s/ Erik Loechell	4/11/17
Quality Assurance	Deborah Steven	/s/ Deborah Steven	4/7/17
USQ/USI Number:		<input checked="" type="checkbox"/> N/A	
Section 3– Final Approvals			
FOD Concurrence Signature	Print Name and Title	Z#	Date
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Limited Use	Effective Date: Expiration Date:		
Comments:			
<p>Unclassified /s/ Diana Hollis, 4/17/17</p>			
Responsible Line Manager Signature /s/ Gerald Fordham	Print Name, Title Gerald Fordham	Z# 235946	Date 4/20/2017

Performing NPDES Storm Water Individual Permit Visual Inspections

Effective Date: 4/20/2017

Procedure Owner:	Signature:	Date:
Gerald Fordham	/s/ Gerald Fordham	4/20/2017

REVISION HISTORY

Document No./Revision No.	Issue Date	Action	Description
EP-DIV-SOP-20125, R0	04/08/2013	New document	Updated from ENV-RCRA-QP to ADEP format
EP-DIV-SOP-20125, R0.1	12/1/2014	Editorial Change	Corrected R0 History of Revisions Description to show superseded document is SOP-5211 instead of ENV-RCRA-QP.
EP-DIV-SOP-20125, R0.1	5/25/16	IPC-1	Changes to Attachments and text for MainConn hosted and mobile migration.
EP-DIV-SOP-20125, R0.1	4/20/2017	IPC-2	Minor changes to tasks, updated attachments 1-4 to be consistent with current format of applications and to update item # callouts.

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1. PURPOSE AND SCOPE

This procedure describes the process for LANL staff to perform Visual Inspections. The following visual inspections are requirements of the IP and are covered in this procedure: (1) Target Action Level (TAL) Exceedance (2) Annual Erosion Evaluation (3) Significant Event and (4) Remediation Construction Activity. This procedure applies to the project personnel authorized to conduct activities within permitted areas and conduct IP storm water inspections.

2. BACKGROUND

The Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) Individual Permit (IP) No. NM0030759 requires the condition of Solid Waste Management Units (SWMUs) and Areas of Concern (AOCs), collectively referred to as Sites, at Los Alamos National Laboratory (LANL), be assessed for potential pollutants, presence of erosion, condition of existing control measures, and need for additional control measures. Associated Sites are organized into site monitoring areas (SMAs). Site-specific control measures are installed and implemented to minimize potential pollutants in storm discharge. The Permit requires that inspections of SMA, Sites, and control measures be conducted when certain conditions or events occur. This SOP implements the requirements for the following IP visual inspections for:

- (1) Target Action Level (TAL) Exceedance
- (2) Annual Erosion Evaluation Inspection
- (3) Significant Event Inspection
- (4) Remediation Construction Activity Inspection

The requirements for each type of IP visual inspection are summarized below. The storm water field team leader is responsible for scheduling and initiating IP visual inspections.

All control measures will be maintained in effective operating condition. If during inspections or any other event or observation, control measures are identified as not operating effectively, they will be repaired, replaced, or retired. If maintenance cannot be completed at the time of inspection an existing backup control measure will be identified or a backup control measure will be installed.

This SOP does not address IP Section G.2 requirement for post-storm inspections. The procedure for post-storm inspections is managed by EP-DIV-SOP-20012.

Target Action Level (TAL) Exceedance

If, following installation of baseline or enhanced control measures, any validated sample analytical result for a specific pollutant of concern at a particular Site Monitoring Area (SMA) is

2. BACKGROUND (continued)

greater than the applicable Maximum Target Action Level (MTAL) (or applicable Minimum Quantification Level (MQL), whichever is greater) or the average of all applicable sampling results is greater than the applicable Average Target Action Level (ATAL) (or applicable MQL, whichever is greater) visual inspections must be conducted. The Site Discharge Pollution Prevention Team (PPT) shall perform visual inspections for all Sites within the SMA drainage area and existing control measures shall be reevaluated.) (IP Part I, Section E.1[a]).

Annual Erosion Evaluation

The Site Discharge (PPT) shall inspect and evaluate each Site annually for changes of conditions affecting erosion. (IP Part I, Section G.1)

Significant Event

The Site Discharge PPT must also re-inspect and reevaluate all Sites after notice of a significant event, such as a fire, which could significantly impact control measures and environmental conditions in the affected area. (IP Part I, Section G.1)

Remediation Construction Activity

If disturbance of soil is required to install a control measure, all necessary steps to minimize migration of sediments and runoff from disturbed sites shall be taken. Site inspections shall be conducted once a week until the construction activity is complete to ensure sediments and runoff control measures are maintained in good order. Corrective actions shall be taken immediately if deficiencies of sediment and runoff control measures are noticed either by inspectors or contractors. (IP Part I, Section I.1). If no discharge or impacts to water quality discharge have occurred, indicate the last inspection is to close out site disturbance. If any disturbance of soil or sediments and runoff minimization efforts fail and result in an impact to water quality discharge, document on the inspection form and immediately notify the Program Manager and IP Data Management Team for evaluation of sample analysis plan.

NOTE: *Storm water discharges associated with construction activity disturbing one acre or more are not covered under the IP and must be covered under EPA's Construction General Permit (CGP) or through a separate individual NPDES permit.*

3. REFERENCES

EP-DIV-SOP-20012, Inspecting for Post-Storm Events, Installing and Maintaining Non-Engineered NPDES Individual Permit Storm Water Control Measures

EP-CAP-IWD-1016, Corrective Action Program (CAP) General Field Work Activities and Site Visits in Undeveloped Areas for Surface Water and/or Storm Water BMP

LANL Storm Water Best Management Practices (BMP) Manual,
<http://int.lanl.gov/environment/water/assets/docs/LA-UR-11-10371.pdf>

IPC-2 | ER-GUIDE-20211, Inspection Guidance for Environmental Programs Watershed, Retention, and No Exposure Controls.

4. TRAINING PREREQUISITES

Personnel performing this procedure will be familiar with the most current versions of the following procedures and operation manuals:

- EP-DIV-SOP-20012, Inspecting for Post-Storm Events, Installing and Maintaining Non-Engineered NPDES Individual Permit Storm Water Control Measures
- ER-GUIDE-20211, Inspection Guidance for Environmental Programs Watershed, Retention, and No Exposure Controls
- SW-DI-10002, Desk Instruction for Generating Work Orders in Maintenance Connection
- SW-DI-10003, Desk Instruction for Performing Technical Quality Control and Data Entry of Work Orders in Maintenance Connection

IPC-2 |

5. PRECAUTIONS AND LIMITATIONS

The activities performed in accordance with this procedure are determined to be “low hazard” as defined by P300, Integrated Work Management: therefore, no hazard analysis is required to perform this procedure. However, all hazards and controls associated with general field work are identified in Parts 1 and 2 of Integrated Work Document EP-CAP-IWD-1016.

6. PREREQUISITE ACTIONS

6.1 Preceding Processes

Performing a TAL Exceedance Inspection is preceded by receiving storm water analysis data showing an exceedance of a TAL as prescribed by the IP. The Data Management Team will alert the Field Team when this occurs. A Significant Event Inspection would be preceded by an event, such as a fire, which could significantly impact the control measures and environmental conditions in the affected area. A Remediation Construction Activity Inspection is conducted once a week on any Site where disturbance of soil is required to install a control measure.

6.2 Equipment

IPC-2

- Personal Protective Equipment (e.g. field boots, safety glasses, hard-hat, visibility vest)
- Necessary forms (e.g. Target Action Exceedance Inspection)
- Current site map
- Radio
- ~~Pager~~
- Cell phone (Government cell phone only in secure areas)

IPC-1

- Necessary access and station keys
- Government issued iPad (for electronic data collection)

6.3 Preparing for Field Activities

Data Management (DM) Team

IPCs
1 & 2

- [1] Following a trigger event or request, prepare a list of SMAs at which to inspect, maintain, or install control measures.
- [2] Generate Work Order form EP-DIV-SOP-20125-X from Maintenance Connection. Ensure the 'Project' and 'Reason' fields are appropriate for the type of visual inspection to be conducted (e.g. TAL). Refer to SW-DI-10002 as needed.
- [3] Issue or deny each Work Order form in Maintenance Connection.
- [4] Assign Work Orders to be conducted electronically to the appropriate labor account or create PDF of Work Order forms to be conducted on hard copy form.
- [5] Distribute any hard copy Forms to the Field Team Lead or designee.

Field Team Member

IPC-1

- [1] Receipt of a hard copy or electronic work order indicates that inspection(s) has been approved by the Field Team Lead. Schedule work to be completed by the target date appearing on the work order(s).

If conducting electronic data collection via MCEXpressLE: use the iPad to navigate to mcxle.maintenanceconnecton.com and log into the Express LE application. Confirm that the work order list displayed in the "My WO's" section contains the expected verification work order. If expected work order(s) are not displayed, "Sync" to refresh the application. If the work order lists still do not match contact a Data Management Team member for clarification.

6.3 Preparing for Field Activities (continued)

**IPCs
1 & 2**

- [2] Examples of a hard copy work order form is provided in Attachment 1-3. Example of an electronic copy work order is provided in Attachment 4.

NOTE: The hosted Maintenance Connection database system configuration used to produce work order forms is subject to change. This will affect how hard-coded sections in forms appear on hard copy and electronic versions of work orders. Checkbox selections on the hard copy will appear as “No” and “Yes” and the same checkbox selections on the electronic version will appear as “Failed” and “Complete”.

- [3] Inform the Field Operations designee of the schedule for visual inspection work and locations up to a week (preferred) before but no later than the day before (for minor changes) to be added to the appropriate plan of the day.
- [4] Conduct pre-job briefing with field personnel using the current Integrated Work Document. Obtain worker signatures on new or newly-revised IWDs. Two people are required for field work. Work should only be done during daylight hours. Extended work hours, if needed, must be approved by a supervisor.
- [5] For work at sites operated by Weapons Facility Operations or Nuclear Environmental Sites, notify the appropriate access control before traveling to those sites. The IWD Part II will address specific requirements and training for these sites.
- [6] Obtain any necessary additional paperwork before conducting this work, including site map, IWD’s, and excavation permits (if necessary).

IPC-1

- [7] Print a clean copy of the Site Map(s). Use the map and revision number listed on the “Special Instructions” field of the Maintenance Details section of the Work Order form.
- [8] Gather the required equipment (see section 6.2) for the work to be done.

6.3 Preparing for Field Activities (continued)

- [9] Inspections may be discontinued during periods or conditions that make Site(s) dangerous for worker safety or prevent personnel from safely accessing a Site(s) (e.g. weather-related events such as flash floods, flooding, lightning, wildfires, hail, icy roads, deep snow, and LANL operations).

- [10] Follow the steps in the appropriate following section when a work order is received. Inspection type will be identified in the ‘Project’ and ‘Reason’ fields (e.g. Annual). Inspect control measure(s), the Site, and the SMA according to the LANL Storm Water BMP Manual and/or Site plans and specifications for specific materials and structures. Perform the inspection and complete all required fields on the inspection form.

7. STEP-BY-STEP PROCESS DESCRIPTION

7.1 Inspecting Control Measures for Annual and TAL Exceedance

Field Team Member

IPC-2

- [1] An example of an Annual and TAL Exceedance inspection work order is provided in Attachment 1. The inspection format will be the same for both inspection types. Unless otherwise stated, all “Item #” callouts in this section refer to Attachment 1 for hard copy, and Attachment 4 for electronic version.

IPC-1

- [2] **Item 1:** Enter the Responded (i.e. arrival) date and time as follows:
 - Hard copy: On the section provided on the signature page. Also, document the names and Z numbers of the field personnel performing the work. List the field lead first. If more than two personnel conduct the work, enter the additional names in the “Labor Report” section.
 - Electronic copy: Select the appropriate Work Order from the My WOs page, and select “Responded” from the Status dropdown. Add the labor accounts of all field personnel performing the work.

IPC-2

7.1 Inspecting Control Measures for Annual and TAL Exceedance (continued)

IPC-1

- [3] **Item 2:** Verify and document each control measure at the site is operating effectively by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If a control measure is not operating effectively or installed properly, describe the condition on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing task # being continued.

IPC-2

NOTE: If total retention or no exposure controls exist on a site, additional questions may populate as sub-questions for that control. Answer the questions per ER-GUIDE-20211 Inspection Guidance for Environmental Programs Watershed, Retention, and No Exposure Controls.

IPC-1

- [4] **Item 3:** Document if control measure is in need of maintenance or if routine maintenance was conducted at inspection (e.g. retrenching wattle, rebuilding rock check dam). Reference LANL Storm Water BMP Manual (http://int.lanl.gov/environment/water/_assets/docs/LA-UR-11-10371.pdf), SDPPP or Site plans and specifications. Check the “Complete (i.e. Yes)” or “Failed (i.e. No)” box, and document the type of maintenance as directed below:

IPC-2

- Hard copy: Document the type of maintenance recommended or performed (e.g. maintenance/modification/repair/replacement) and the recommended activity (e.g. add more rock to check dam) on the task comment line. If more space is needed, continue notes in the “Labor Report” section, citing task # being continued.
- Electronic version: Document the type of maintenance recommended or performed (e.g. maintenance/modification/repair/replacement) on the ‘Final Reading’ line, and write the recommended activity on the task comment line.

NOTE: If a control measure is not operating effectively and routine maintenance cannot be performed at inspection, describe the existing backup control measure or describe installed backup control measure on the task comment line. If more space is needed on the hard copy version, continue notes in the “Labor Report” section, citing the task # being continued.

7.1 Inspecting Control Measures for Annual and TAL Exceedance (continued)

IPCs
1 & 2

- [5] **Item 4:** Document any changes, including corrections of control measure locations, to the Site Map by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If an amendment on a map is recommended, an altered Site Map must be submitted with this form showing the recommendation(s), a field member initials and date, and the WO ID.

- [6] **Item 5:** Verify and document any evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If materials are found, the field inspector must remove and properly dispose of the materials or describe how appropriate controls are managing the materials on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing the task # being continued.

- [7] **Item 6:** Verify and document that updates need to be made to the SMA boundary by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If updates are needed, an altered Site Map must be submitted with this form showing the recommendation(s) and a field member initials and date.

- [8] **Item 7:** Verify and document any evidence of dust generation or off-site vehicle tracking of raw, final, or waste materials or sediments by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If dust or off-site tracking is found, the field inspector must describe the condition and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing the task #being continued.

- [9] **Item 8:** Verify and document any evidence of introduction of raw, final, or waste material at the SMA (e.g. roll off bins, metals, stockpile materials, containerized waste water from another program) by checking “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If new material is found, the field inspector must describe the condition of the materials (e.g. covered, stored above ground, containerized) and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing the task # being continued.

7.1 Inspecting Control Measures for Annual and TAL Exceedance (continued)

IPCs
1 & 2

- [10] **Item 9:** Verify and document any evidence of erosion within the SMA that is not being managed by existing control measures(s) by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If evidence of erosion is found, the field inspector must describe the changes and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing the task # being continued.
- [11] **Item 10:** Verify and document any evidence of erosion within the Site(s) that is not being managed by existing control measures(s) by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If evidence of erosion is found, the field inspector must describe the changes and recommend controls for minimizing discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing the task # being continued.
- [12] **Item 11:** If taking photos is necessary, write the photo number in the “Labor Report” section. Identify the photo by the camera photo identification number. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and have a complete Form 1897PA before taking any photos. Obtain a DC review of the photo(s).

NOTE: Photography at LANL is governed by section 3.3 of P202-5 Prohibited and Controlled Articles and the PADOPs Photography Procedure. Ensure that you have read and understand the requirements of these documents and have filled out Form 1897 before taking any photos.

IPCs
1 & 2

- [13] **Item 12:** Use the “Labor Report” section for any additional notes or Site information. If no actions were recommended for **Items 2-10**, write “No Action Recommended” or “NAR”. If actions were recommended for any of **Items 2–10**, and section was not used for continuation of task comments, photo numbers, or to identify other personnel at inspection, write “none.”

7.1 Inspecting Control Measures for Annual and TAL Exceedance (continued)

IPCs
1 & 2

- [14] **Item 13:** Enter the Completed (i.e. departure) date and time as follows:
- Hard copy: Complete the section provided on the signature page. In addition, confirm that every page in the work order package has been documented with the WO ID and page # of total # of pages (for page one and any continuation page(s), document in the lower right hand corner).
 - Electronic copy: Select “Completed” from the Status dropdown.
- [15] **Item 14:** The Lead Inspector will certify that the information submitted is “true, accurate, and complete” as follows
- Hard copy: By signing and dating the “Lead Signature” line on the signature page.
 - Electronic version: By clicking on the Signature bar to open the signature section and typing full name and Z# in the “Comments” text field, capturing an electronic signature, then select save to close the signature section.
- [16] Turn in completed forms, maps, and any other documentation at the end of each day as follows
- Hard copy: Return completed original WOs and/or maps to the DM Team or designee.
 - Electronic version **Item 15:** From the “My WOs” page click on the “Menu” dropdown. Confirm you are in a “Connected” state, then select “Sync”. All WOs placed in complete status (See **Item 13**) since the last synchronization will be uploaded to the MainConn database.
- [17] If photos were taken, download photos at the end of each day. Ensure downloaded photos are saved to designated folder and named by work order number and order photos were taken (e.g. first photo taken for BMP-00000 is named 00000-1).

7.2 Inspecting Control Measures for a Significant Event

IPCs
1 & 2

- [1] An example of a Significant Event inspection work order (20125-3) is provided in Attachment 2. Unless otherwise stated, all “**Item #**” callouts in this section refer to Attachment 2 for hard copy, and Attachment 4 for electronic version.
- [2] Follow steps 2 through 4 from section 7.1 to complete form 20125-3 section 1 (**Items 1-3**).
- [3] **Item 4:** Verify and document if any area(s) have been impacted by the significant event by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If area(s) have been impacted, an altered Site Map must be submitted with this form showing the area(s) with a field member initials and date.
- [4] **Item 5:** Verify and document any IP control measure impact by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If IP control measures have been impacted, an altered Site Map must be submitted with this form showing the effected control measures with a field member initials and date.
- [5] **Item 6:** Verify and document the location of temporary and/or backup control measure(s) by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If temporary and/or backup control measures are on site, an altered Site Map must be submitted with this form indicating the temporary and/or backup control measure location(s), a field member initials and date, and the WO ID.

7.2 Inspecting Control Measures for a Significant Event (continued)

IPCs
1 & 2

- [6] **Item 7:** Verify and document any additional control measures implemented during or following the significant event by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If additional control measures have been installed, the field inspector must describe the controls on the task comment line and indicate locations on a Site Map with a field member initials and date and WO ID. The altered Site map must be submitted with this form. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing the task # being continued.
- [7] **Item 8:** Verify and document any additional control measures needed at the SMA following the significant event by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If additional control measures are needed, the field inspector must describe the conditions and recommend controls on the task comment line. An altered Site Map with a field member initials and date, and the WO ID may be submitted with this form showing locations of recommended controls. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [8] **Item 9:** Verify and document any alteration of run-on pathways at the SMA since the significant event by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If alteration of run-on is found, the field inspector must describe the changes and recommend controls for controlling run-on if necessary on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [9] **Item 10:** Verify and document any evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If materials are found, the field inspector must remove and properly dispose of the materials or describe how appropriate controls are managing the materials on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [10] **Item 11:** Verify and document any evidence of dust generation or off-site vehicle tracking of raw, final, or waste materials or sediments by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If dust or off-site tracking is found, the field inspector must describe the condition and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.

7.2 Inspecting Control Measures for a Significant Event (continued)

IPCs
1 & 2

- [11] **Item 12:** Verify and document any evidence of introduction of raw, final, or waste material at the SMA (e.g. roll off bins, metals, stockpile materials, containerized waste water from another program) by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If new material is found, the field inspector must describe the condition of the materials (e.g. covered, stored above ground, containerized) and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [12] **Item 13:** Verify and document any evidence of erosion within the SMA that is not being managed by existing control measures(s) by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If evidence of erosion is found, the field inspector must describe the changes and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [13] **Item 14:** Verify and document any evidence of erosion within the Site(s) that is not being managed by existing control measures(s) by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If evidence of erosion is found, the field inspector must describe the changes and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section. .
- [14] **Item 15:** If taking photos is necessary, write the photo number in the “Labor Report”. Identify the photo by the camera photo identification number. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and have a complete Form 1897PA before taking any photos. Obtain a DC review of the photo(s).

NOTE: Photography at LANL is governed by section 3.3 of P202-5 Prohibited and Controlled Articles and the PADOPs Photography Procedure. Ensure that you have read and understand the requirements of these documents and have filled out Form 1897 before taking any photos.

- [15] **Item 16:** Use the “Labor Report” section for any additional notes or Site information. If no actions were recommended for **Items 2- 14**, write “No Action Recommended” or “NAR”. If actions were recommended for any of **Items 2-14** and section was not used for continuation of task comments, photo numbers, or to identify other personnel at inspection, write “none.”

7.2 Inspecting Control Measures for a Significant Event (continued)

IPCs
1 & 2

- [16] **Item 17:** Enter the Completed (i.e. departure) date and time as follows:
- Hard copy: Complete the section provided on the signature page. In addition, confirm that every page in the work order package has been documented with the WO ID and page # of total # of pages (for page one and any continuation page(s), document in the lower right hand corner).
 - Electronic copy: Select “Completed” from the Status dropdown.
- [17] **Item 18:** The Lead Inspector will certify that the information submitted is “true, accurate, and complete” as follows:
- Hard copy: By signing and dating the “Lead Signature” line on the signature page.
 - Electronic version: By clicking on the Signature bar to open the signature section and typing full name and Z# in the “Comments” text field, capturing an electronic signature, then select save to close the signature section.
- [18] Turn in completed hard copy forms, maps, and any other documentation at the end of each day as follows
- Hard copy: Return completed original WOs and/or maps to the DM Team or designee.
 - Electronic version **Item 19:** From the “My WOs” page click on the “Menu” dropdown. Confirm you are in a “Connected” state, then select “Sync”. All WOs placed in complete status (see **Item 17**) since the last synchronization will be uploaded to the MainConn database.

7.3 Inspecting Control Measures (Remediation Construction Activity)

- IPC-2 [1] An example of a hard copy Remediation Construction Activity inspection work order (20125-4) is provided in Attachment 3. Unless otherwise stated, all “Item #” callouts in this section refer to Attachment 3 for hard copy, and Attachment 4 for electronic version.
- IPC-1 [2] **Item 1:** Enter the Responded (i.e. arrival) date and time as follows:
- Hard copy: Complete the section provided on the signature page. Also, document the names and Z numbers of the field personnel performing the work. List the field lead first. If more than two personnel conduct the work, enter the additional names in the “Labor Report” section.
 - Electronic copy: Select the appropriate Work Order from the My WOs page and select “Responded” from the Status dropdown. Add the labor accounts of all field personnel performing the work.
- IPC-2 [3] **Item 2:** Verify and document if each control measure at the site is impacted by construction activities by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If a control measure is impacted by construction activity, describe the condition in the task comment line.
- IPC-2 *NOTE: If total retention or no exposure controls exist on a site, additional questions may populate as sub-questions for that control. Answer the questions per ER-GUIDE-20211 Inspection Guidance for Environmental Programs Watershed, Retention, and No Exposure Controls.*
- IPC-1 [4] **Item 3:** If an existing IP control measure at the site is being used to minimize migration of sediment and runoff from the disturbed area(s), describe in task comment line (e.g. backup control). If more space is needed on hard copy, continue notes in the “Labor Report” section.
- IPC-2 [5] **Item 4:** Verify and document if any area(s) have been impacted by the construction activity by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If area(s) have been impacted, an altered Site Map must be submitted with this form showing the area(s), a field member initials and date, and the WO ID.

7.3 Inspecting Control Measures during Remediation Construction Activity (continued)

IPCs
1 & 2

- [6] **Item 5:** Verify and document any IP control measure impact by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If IP control measures have been impacted, an altered Site Map must be submitted with this form showing the effected control measures, a field member initials and date, and the WO ID.
- [7] **Item 6:** Verify and document the existence of temporary and/or backup control measure(s) by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If temporary and/or backup control measures are on site, an altered Site Map must be submitted with this form indicating the temporary and/or backup control measures, with a field member initials and date, and the WO ID.
- [8] **Item 7:** Verify and document any existing control measure(s) being used to minimize migration of sediment and runoff from the soil disturbance area by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box and list control(s) in the task comment line (or on the control measures task line, see **Item 3**). If existing control measures are on site, an altered Site Map must be submitted with this form indicating the control measures, with a field member initials and date, and the WO ID. If more space is needed on the hard copy, continue notes in the “Labor Report” section, citing task # being continued.
- [9] **Item 8:** Verify and document any additional control measures implemented during construction activity by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box and describe control(s) in the task comment line. If additional control measures are implemented, the field inspector must describe the controls and indicate locations on a Site Map, with a field member initials and date, and the WO ID. The altered Site map must be submitted with this form. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [10] **Item 9:** Alteration of run-on or runoff pathways. Verify and document any alteration of run-on pathways at the SMA since the last inspection by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If alteration of run-on is found, the field inspector must describe the changes and recommend controls for controlling run-on if necessary in the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.

7.3 Inspecting Control Measures during Remediation Construction Activity (continued)

IPCs
1 & 2

- [11] **Item 10:** Verify and document any evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If materials are found, the field inspector must remove and properly dispose of the materials or describe how appropriate controls are managing the materials on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [12] **Item 11:** Verify and document any evidence of dust generation or off-site vehicle tracking of raw, final, or waste materials or sediments by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If dust or off-site tracking is found, the field inspector must describe the condition and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [13] **Item 12:** Verify and document any erosion occurring within the soil disturbance area not managed by existing or temporary control measures by checking the “Complete (i.e. Yes)” or “Failed (i.e. No)” box. If erosion is found, the field inspector must describe the changes and recommend controls for controlling discharge to receiving waters on the task comment line. If more space is needed on the hard copy, continue notes in the “Labor Report” section.
- [14] **Item 13:** If taking photos is necessary, write the photo number in the “Labor Report”. Identify the photo by the camera photo identification number. If photos are taken in a secure area, follow the guidance in the Photographic Equipment and Activity Authorization form (see LANL Form 1897PA, PS-1) and have a complete Form 1897PA before taking any photos. Obtain a DC review of the photo(s).

NOTE: Photography at LANL is governed by section 3.3 of P202-5 Prohibited and Controlled Articles and the PADOPs Photography Procedure. Ensure that you have read and understand the requirements of these documents and have filled out Form 1897 before taking any photos.

IPC-1

- [15] **Item 14:** Use the “Labor Report” section for any additional notes or Site information. If on actions were recommended for **Items 2-12**, write “No Action Recommended” or “NAR”. If actions were recommended for any of **Items 2-12**, and section was not used for continuation of task comments, photo numbers, or to identify other personnel at inspection, write “none.”

7.3 Inspecting Control Measures during Remediation Construction Activity (continued)

IPC-2

- [16] **Item 15:** Enter the Completed (i.e. departure) date and time as follows:
- Hard copy: Complete the section provided on the signature page. In addition, confirm that every page in the work order package has been documented with the WO ID and page # of total # of pages (for page one and any continuation page(s), document in the lower right hand corner).
 - Electronic version: Select “Completed” from the Status dropdown.
- [17] **Item 16:** The Lead Inspector will certify that the information submitted is “true, accurate, and complete” by:
- Hard copy: By signing and dating the “Lead Signature” line on the signature page.
 - Electronic version: By clicking on the Signature bar to open the signature section and typing full name and Z# in the “Comments” text field, capturing an electronic signature, then select save to close the signature section.
- [18] Turn in completed hard copy forms, maps, and any other documentation at the end of each day as follows
- Hard copy: Return completed original WOs and/or maps to the DM Team or designee.
 - Electronic version **Item 17:** From the “My WOs” page click on the “Menu” dropdown. Confirm you are in a “Connected” state, then select “Sync”. All WOs placed in complete status (see **Item 15**) since the last synchronization will be uploaded to the MainConn database.

7.4 Perform Review and Acceptance

IPC-2 | **DM Team**

Note: Refer to SW-DI-10003

IPC-1 | [1] Date and initial “Accepted” line of the “LANL Personnel Use Only” box on each hard copy form indicating the form was received.

[2] Conduct review of forms and maps and resolve any discrepancies with the Field Team Member. The Field Team Member will be available within 24 hours of being notified of a discrepancy. Date and initial “Tech Review” line of the “LANL Personnel Use Only” box on each hard copy form reviewed.

IPC-1 |

[3] Enter hard copy form information into Maintenance Connection database.

[4] Notify FTL or designee when forms and maps are ready for review by the Field Team Lead.

Field Team Lead or Designee

[5] Conduct a technical review of forms and maps. Resolve any discrepancies with the Field Team Member.

IPC-1 |

[6] Date and initial “FTL” line of the “LANL Personnel Use Only” box on each hard copy form reviewed.

7.4 Perform Review and Acceptance (continued)

[7] Initiate corrective actions and/or follow up work as necessary.

IPC-1 | [8] Mark Work Order “Finalized” in Maintenance Connection.

IPC-2 | [9] Follow steps in SW-DI-10003 to obtain a signature from the Delegated Official of the Permittees.

8. RECORDS PROCESSING

Field Team Member

[1] Ensure that documents generated by the performance of this procedure are processed as follows:

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
Work Orders: 20125-1 20125-2 20125-3 20125-4	Form	N/A	When complete, submit the work order form to the Stormwater Data Management Team

Stormwater Data Management Team

IPC-2

[2] Ensure that documents generated by the performance of this procedure are processed as described in SW-DI-10003.

Record Identification	Record Type Determination	Protection/Storage Methods	Processing Instructions
Work Orders: 20125-1 20125-2 20125-3 20125-4	Form	N/A	When the records are ready for final disposition, the record is transferred to Records Management in accordance with EP-AP-10003, Records Management

9. ATTACHMENTS

Attachment 1: Example Annual and TAL Exceedance Inspections 20125-1 and 20125-2

Attachment 2: Example Significant Event Inspection 20125-3

Attachment 3: Example Remediation Construction Activity Inspection 20125-4

IPC-1

Attachment 4: Example Electronic Copy Inspection 20125-X

IPCs
1 & 2

ATTACHMENT 1

Page 1 of 3

Example of Annual and TAL Exceedance Inspections

Los Alamos National Lab

Work Order COMP-53066

IP Compliance
Printed 4/4/2017 - 11:34 AM (Duplicate Copy)

Maintenance Details

Requested By: Smith test, Shannon on 4/4/2017 10:39:00 AM	Target: 9/30/2016	   
Taken By: Smith test, Shannon	Priority/Type: / Inspection	
Procedure: Target Action Level (TAL) Exceedance Inspection (EP-DIV-SOP-20125_1)		Contact: Smith test, Shannon
Last PM: 11/19/2015		Phone:
Reason: SOP-20125-1 IPC 2 (Example TAL Exceedance Inspection)		
Special Instructions: Route 1, R002-13-0006-225-R1-R10.		

Tasks

#	Description	Meas.	No	Yes
Control Measure Review. Describe recommended action in task comment line as appropriate				
20	2 Seed and Wood Mulch [R00201010011] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
30	3 Seed and Wood Mulch [R00201010011] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
40	2 Erosion Control Blanket [R00201060019] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
50	3 Erosion Control Blanket [R00201060019] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
60	2 Established Vegetation [R00202040008] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
70	3 Established Vegetation [R00202040008] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
80	2 Rip Rap [R00204060006] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
90	3 Rip Rap [R00204060006] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
100	2 Rip Rap [R00204060007] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
110	3 Rip Rap [R00204060007] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
120	2 Rip Rap [R00204060009] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
130	3 Rip Rap [R00204060009] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
140	2 Rip Rap [R00204060010] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
150	3 Rip Rap [R00204060010] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
160	2 Rip Rap [R00204060013] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
170	3 Rip Rap [R00204060013] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
180	2 Rip Rap [R00204060014] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
190	3 Rip Rap [R00204060014] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 1

Page 2 of 3

Example of Annual and TAL Exceedance Inspections

IPCs
1 & 2

		No	Yes
200	2 Rip Rap [R00204060016] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
210	3 Rip Rap [R00204060016] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
220	2 Rip Rap [R00204060017] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
230	3 Rip Rap [R00204060017] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
240	2 Rip Rap [R00204060018] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
250	3 Rip Rap [R00204060018] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
260	2 TRM-Lined Swale [R00204080012] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
270	3 TRM-Lined Swale [R00204080012] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
280	2 Rock Check Dam [R00206010005] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
290	3 Rock Check Dam [R00206010005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
300	2 Rock Check Dam [R00206010015] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
310	3 Rock Check Dam [R00206010015] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
320	2 Gabions [R00207010002] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
330	3 Gabions [R00207010002] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
Site Map Review			
350	4 Have you ammended the Site Map in any way?	<input type="checkbox"/>	<input type="checkbox"/>
SMA and Site Review. Describe recommended action in task line as appropriate.			
370	5 Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?	<input type="checkbox"/>	<input type="checkbox"/>
380	6 Updates needed to SMA boundary?	<input type="checkbox"/>	<input type="checkbox"/>
390	7 Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?	<input type="checkbox"/>	<input type="checkbox"/>
400	8 Is there evidence of the introduction of raw, final, or waste material to the SMA?	<input type="checkbox"/>	<input type="checkbox"/>
410	9 Is there erosion occurring within the SMA that is not being managed by existing control measures?	<input type="checkbox"/>	<input type="checkbox"/>
420	10 Asphalt and Tar Remnant Site [C-00-041] Is there erosion occurring at the Site that is not being managed by existing control measures?	<input type="checkbox"/>	<input type="checkbox"/>

Labor Report

Completed: _____

Report: **11, 12, or continuation of task comments**

ATTACHMENT 1

Page 3 of 3

Example of Annual and TAL Exceedance Inspections

IPCs
1 & 2

WO ID: 13 Page 13 of _____
Responded Date: 1 Time: _____ Completed Date: 13 Time: _____
Name/Z#: 1
Name/Z#: _____
Lead Signature: 14

"I confirm the information as recorded is true, accurate and complete."

Certification Statement of Authorization

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."

Name of Delegated Official of Permittees: Steve Veenis Z#: 109949

Date: Date on file Delegated Official Signature: Signature on File

LANL PERSONNEL USE ONLY (initials and dates)

Accepted: _____ Tech QC _____ FTL: _____

EXAMPLE

ATTACHMENT 2
Page 1 of 3
Example Significant Event Inspection

IPCs
1 & 2

Los Alamos National Lab

Work Order COMP-53066

IP Compliance
Printed 4/4/2017 - 11:41 AM (Duplicate Copy)

Maintenance Details

Requested By: Smith test, Shannon on 4/4/2017 11:41:00 AM
Target: 9/30/2016
Priority/Type: / Inspection

Taken By: Smith test, Shannon
Procedure: Significant Event Inspection (EP-DIV-SOP-20125_2)
Last PM: 11/19/2015

Reason: SOP-20125-2 IPC 2 (Example Significant Event Inspection)
Special Instructions: Route 1, R002-13-0006-225-R1-R10.

Contact: Smith test, Shannon
Phone:

IP
RG-NCOM
R002
R-SMA-1

Tasks

#	Description	Meas.	No	Yes
Control Measure Review. Describe recommended action in task comment line as necessary.				
20	2 Seed and Wood Mulch [R00201010011] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
30	3 Seed and Wood Mulch [R00201010011] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
40	2 Erosion Control Blanket [R00201060019] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
50	3 Erosion Control Blanket [R00201060019] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
60	2 Established Vegetation [R00202040008] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
70	3 Established Vegetation [R00202040008] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
80	2 Rip Rap [R00204060006] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
90	3 Rip Rap [R00204060006] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
100	2 Rip Rap [R00204060007] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
110	3 Rip Rap [R00204060007] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
120	2 Rip Rap [R00204060009] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
130	3 Rip Rap [R00204060009] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
140	2 Rip Rap [R00204060010] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
150	3 Rip Rap [R00204060010] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
160	2 Rip Rap [R00204060013] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
170	3 Rip Rap [R00204060013] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
180	2 Rip Rap [R00204060014] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.		<input type="checkbox"/>	<input type="checkbox"/>
190	3 Rip Rap [R00204060014] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.		<input type="checkbox"/>	<input type="checkbox"/>
200	2		<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 2
Page 2 of 3
Example Significant Event Inspection

IPCs
1 & 2

		No	Yes
	2 Rip Rap [R00204060016] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
210	3 Rip Rap [R00204060016] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
220	2 Rip Rap [R00204060017] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
230	3 Rip Rap [R00204060017] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
240	2 Rip Rap [R00204060018] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
250	3 Rip Rap [R00204060018] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
260	2 TRM-Lined Swale [R00204080012] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
270	3 TRM-Lined Swale [R00204080012] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
280	2 Rock Check Dam [R00206010005] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
290	3 Rock Check Dam [R00206010005] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
300	2 Rock Check Dam [R00206010015] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
310	3 Rock Check Dam [R00206010015] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
320	2 Gabions [R00207010002] Is BMP Operating effectively on arrival? If no, describe existing or installed backup control.	<input type="checkbox"/>	<input type="checkbox"/>
330	3 Gabions [R00207010002] Is maintenance, modification, repair, or replacement recommended or conducted at inspection? If yes, identify.	<input type="checkbox"/>	<input type="checkbox"/>
Site Map Review			
350	4 Indicate area(s) impacted by activity on the Site Map.	<input type="checkbox"/>	<input type="checkbox"/>
360	5 Indicate impacted IP installed control measures on the Site Map	<input type="checkbox"/>	<input type="checkbox"/>
370	6 Indicate the location of temporary and/or backup control measures on the Site Map.	<input type="checkbox"/>	<input type="checkbox"/>
SMA and Site Review. Describe recommended actions as applicable			
390	7 Were additional control measures implemented during or following the significant event? If yes, describe and indicate location(s) on the site map.	<input type="checkbox"/>	<input type="checkbox"/>
400	8 Do additional control measures need to be implemented following the significant event? If yes, describe and indicate location(s) on site map.	<input type="checkbox"/>	<input type="checkbox"/>
410	9 Is there evidence of alteration of run-on or runoff pathways?	<input type="checkbox"/>	<input type="checkbox"/>
420	10 Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?	<input type="checkbox"/>	<input type="checkbox"/>
430	11 Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?	<input type="checkbox"/>	<input type="checkbox"/>
440	12 Is there evidence of the introduction of raw, final, or waste material to the SMA?	<input type="checkbox"/>	<input type="checkbox"/>
450	13 Is there erosion occurring within the SMA that is not being managed by existing control measures?	<input type="checkbox"/>	<input type="checkbox"/>
460	14 Asphalt and Tar Remnant Site [C-00-041] Is there erosion occurring at the Site that is not being managed by existing control measures?	<input type="checkbox"/>	<input type="checkbox"/>

Labor Report

Completed: _____

Report: 15, 16, or continuation of task comments

ATTACHMENT 2

Page 3 of 3

Example Significant Event Inspection

IPCs
1 & 2

WO ID: 17 Page 17 of _____
Responded Date: 1 Time: _____ Completed Date: 17 Time: _____
Name/Z#: 1
Name/Z#: _____
Lead Signature: 18

"I confirm the information as recorded is true, accurate and complete."

Certification Statement of Authorization

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."

Name of Delegated Official of Permittees: Steve Veenis Z#: 109949

Date: Date on file Delegated Official Signature: Signature on File

LANL PERSONNEL USE ONLY (initials and dates)

Accepted: _____ Tech QC _____ FTL: _____

EXAMPLE

ATTACHMENT 3

Page 1 of 3

Example Remediation Construction Activity Inspection

IPCs
1 & 2

Los Alamos National Lab

Work Order COMP-53066

IP Compliance
Printed 4/4/2017 - 12:17 PM (Duplicate Copy)

Maintenance Details

Requested By: Smith test, Shannon
on 4/4/2017 12:16:00 PM
Target: 9/30/2016
Priority/Type: / Inspection

Taken By: Smith test, Shannon

Procedure: Remediation
Construction
Compliance Inspection
(EP-DIV-SOP-20125-4
IPC 1)

Last PM: 11/19/2015

Reason: SOP-20125-2 IPC 3 (Example Remediation Construction Compliance Inspection)

Special Instructions: Route 1, R002-13-0006-225-R1-R10.

IP
RG-NCOM
R002
R-SMA-1

Contact: Smith test, Shannon
Phone:

Tasks

#	Description	Meas.	No	Yes
Control Measure Review. Please note if an existing control is being used to minimize migration of sediments and runoff from disturbed areas.				
20	2,3 Seed and Wood Mulch [R00201010011] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
30	Erosion Control Blanket [R00201060019] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
40	Established Vegetation [R00202040008] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
50	Rip Rap [R00204060006] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
60	Rip Rap [R00204060007] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
70	Rip Rap [R00204060009] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
80	Rip Rap [R00204060010] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
90	Rip Rap [R00204060013] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
100	Rip Rap [R00204060014] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
110	Rip Rap [R00204060016] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
120	Rip Rap [R00204060017] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
130	Rip Rap [R00204060018] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
140	TRM-Lined Swale [R00204080012] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
150	Rock Check Dam [R00206010005] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
160	Rock Check Dam [R00206010015] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
170	Gabions [R00207010002] Is control impacted by activity?		<input type="checkbox"/>	<input type="checkbox"/>
Site Map Review. If modifications have been made to the map, submit the altered Site Map with this form.				
190	4 Indicate area(s) impacted by activity on the Site Map		<input type="checkbox"/>	<input type="checkbox"/>
200	5 Indicate impacted IP-installed control measures on the Site Map		<input type="checkbox"/>	<input type="checkbox"/>
210	6 Indicate the location of the temporary and/or backup control measures on the Site Map		<input type="checkbox"/>	<input type="checkbox"/>
SMA and Site Review. Describe recommended actions on task lines as applicable.				
230	7 Are existing control measures used to minimize migration of sediments and runoff from soil disturbance area? If yes, describe and indicate location(s) on site map.		<input type="checkbox"/>	<input type="checkbox"/>
240	8 Are additional control measures implemented during the remediation construction activity? If yes, describe and indicate location(s) on site map.		<input type="checkbox"/>	<input type="checkbox"/>
250	9 Is there evidence of alteration of run-on or runoff pathways?		<input type="checkbox"/>	<input type="checkbox"/>
260	10 Is there evidence of floatable waste, floatable garbage, or floatable debris within the SMA that could be discharged to receiving waters?		<input type="checkbox"/>	<input type="checkbox"/>
270	11 Is there evidence of dust generation or evidence of off-site vehicle tracking of raw, final, or waste materials or sediments?		<input type="checkbox"/>	<input type="checkbox"/>

ATTACHMENT 3

Page 2 of 3

Example Remediation Construction Activity Inspection

IPCs
1 & 2

No Yes

280 12 Is there erosion occurring within the soil disturbance area that is not being managed by existing or temporary control measures?

Labor Report

Completed: _____

Report: 13, 14, or continuation of task comments

EXAMPLE

ATTACHMENT 3

Page 3 of 3

Example Remediation Construction Activity Inspection

**IPCs
1 & 2**

WO ID: 15 Page 15 of
Responded Date: 1 Time: Completed Date: 15 Time:
Name/Z#: 1
Name/Z#:
Lead Signature: 16

"I confirm the information as recorded is true, accurate and complete."

Certification Statement of Authorization

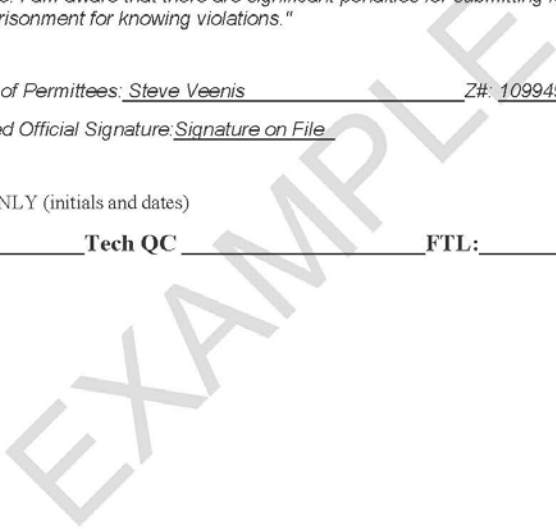
"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations."

Name of Delegated Official of Permittees: Steve Veenis Z#: 109949

Date: Date on file Delegated Official Signature: Signature on File

LANL PERSONNEL USE ONLY (initials and dates)

Accepted: Tech QC FTL:



ATTACHMENT 4

Page 1 of 3

Example Electronic Copy Inspection 20125-X

IPCs
1 & 2

COMP-53066

Reason: SOP.20125-1 IPC 2 (Example Remediation Construction Compliance Inspection)

Requester: Smith test, Shannon ssmith@adelanteconsulting.com

Asset: R-SMA-1 (R-SMA-1)

Location: IP, RG-NCOM, R002

Procedure: EP-DIV-SOP-20125_1 (Target Action Level (TAL) Exceedance Inspection)

Target Date: May 09 2017

Target Hours: 1

Priority: 2

Labor

Parts

Other Costs

Close

Status: Issued

Responded: Click to enter a date...

COMP-53066 Task:20

20:is BMP Op... Example for 20125-1 or 2 Items 2-10, 20125-3 Items 2-14, 20125-4 Items 2-11

hours:

Rating:

Initial reading:

Final reading: Enter maintenance type here (20125-1 or 2 Item 3)

Initials:

Complete Failed Select either

Comments: Enter task comments here.

Asset: R00201010011 (Seed and Wood Mulch)

Previous Task Next Task

If the task is linked to a specific asset the ID will display here. Confirm you are answering for the right asset.

ATTACHMENT 4

Page 2 of 3

Example Electronic Copy Inspection 20125-X

IPCs
1 & 2

ATTACHMENT 4

Page 2 of 3

Example Electronic Copy Inspection 20125-X

IPCs
1 & 2

